



Research Analyst Advanced Supervisor - QCEW Supervisor

[Employment and Training Division](#)

[Printable Job Announcement](#)

Deadline

October 30, 2015

Salary Information

This classification is in pay schedule/range 81-03. Pay upon appointment will be in accordance with the current compensation plan. A probationary period may be required.

Introduction

We are currently accepting transfer applications for a Research Analyst Advanced Supervisor position in DET. Current DWD employees at or above the pay range of this position are eligible to apply.

The Quarterly Census of Employment and Wages (QCEW) program is a comprehensive and accurate source of employment and wage data of employees, by industry, at the national, State, and county levels. The data play a central role in monitoring the economy, and are used to evaluate labor trends, time series analysis, industry developments and comparisons, and in studies of employment growth and wages by size of establishment. The QCEW program serves as a cornerstone of modern labor market information for the nation and Wisconsin. The program is a cooperative endeavor between the State and the Bureau of Labor Statistics (BLS) to collect comprehensive employment and wage information for every county in Wisconsin, providing complete monthly employment and quarterly wage information.

Job Duties

The QCEW supervisor is responsible for the program's day-to-day operations and for providing expert consultation and guidance in key areas of management concerns. This position manages the day-to-day operations of the program and oversees the work of program staff. The supervisor coordinates, directs, and monitors data collection activities and proposes quality control procedures to assure consistency, reliability, validity, and timely completion of QCEW databases. This position develops and implements strategies and procedures regarding work processes, refining daily operations as program requirements change, or as a result of new workforce development initiatives. This position communicates facts, trends, and results to a diverse group of persons and provides technical assistance to Department staff, the DWD Secretary's Office, other state agencies, Workforce Development Boards; local governmental agencies, the federal government and private industry.

Required Knowledge, Skills and Abilities

- Extensive knowledge of federal and state data needs and reporting requirements regarding employment and wages.

- Extensive knowledge of all BLS federal/state cooperative programs and the impact that QCEW program changes may have on them.
- Extensive knowledge of the UI Tax and Accounting operations that impact the QCEW. Extensive knowledge of the UI Tax and Accounting Employer Master files and their content.
- Considerable knowledge of the use and operation of IBM-compatible microcomputers, PC operating systems, word processing programs, spreadsheets and database management systems.
- Extensive knowledge of the Wisconsin economy and its industry employment patterns, employer composition, and the unique trails each has in different geographic areas of the slate.
- Extensive skill in clear and effective written communication techniques necessary to present complex labor market information and analysis.
- Extensive skill in oral and written modern English communication techniques.
- Considerable knowledge of DWD organization, programs, and goals.
- Extensive skill in interpersonal communications necessary to ensure cooperation, share information and maintain liaison with other bureaus, agencies, labor market information providers, institutional researchers and the public.
- Extensive knowledge of confidentiality/privacy issues, principles, practices, requirements and policies.
- Extensive skills in work organization and in determining priorities.
- Extensive skill in planning, organizing, coordinating, implementing and managing labor market information programs.
- Extensive skill in evaluating the day-to-day conduct of a program and initiating changes to make it more effective.
- Extensive knowledge and skill in applying total quality improvement concepts.
- Knowledge of team building, conflict management and consensus building.
- Ability to create and sustain a positive work environment.
- Skill in supervising and motivating staff.

How to Apply

This job opportunity is open ONLY to current classified employees in the Department of Workforce Development who meet the position qualifications and whose current classification has a counterpart pay range equal to or higher than the pay range of the listed classification.

To apply, please submit a resume and cover letter that includes your current classification and pay range, and describes your experience and qualifications relating to:

1. Working with the QCEW program databases and preparing reports.
2. Leading staff as a leadworker, teamleader, project leader, supervisor or similar.
3. Explaining, both orally and in writing, highly complex and technical operations, programs, information, or similar, to staff, management, other stakeholders, including federal BLS.
4. Working with IT staff on the design of data analyses and development of computer processes to most effectively and efficiently produce information needed by administrative and program staff.

Send resume and cover letter to CMGJobs@dwd.wi.gov no later than 11:59 PM on October 30, 2015. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process.

All applicants must have eligibility to transfer, demote or reinstate to a position at the 81-03 level. If you are not sure of your eligibility, please contact Christine Goslawski at 608-266-8332 or CMGJobs@dwd.wisconsin.gov.